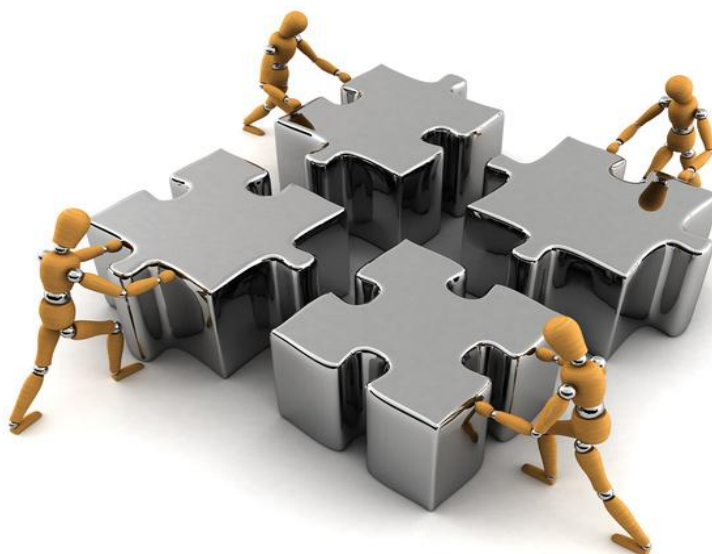


USDA/ARS

AGLEARN SF-182 TRAINING

Putting the Pieces Together



September 2011



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Preparing and Approving the SF-182 using an Accounting Code

This job aid provides instructions when paying for Commercial (Off-the-Shelf) training using an accounting code (short hand code) as the method of payment. The SF-182 **must** be used to pay for training over \$2,500 for commercial training, and the method of payment will be by accounting code. Paying by accounting code requires assistance from the National Finance Center (NFC), and therefore, must contain pertinent information in Section C. of the SF-182. Complete instructions on completing form SF-182 can be found at: <http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>.

Step Activity View

1. Log into AgLearn as an administrator - www.aglearn.usda.gov.

From the administrator interface, select the **User Management** menu.

From the left menu, the **Users** menu is highlighted.

2. From the Users search screen, enter and/or select the basic search criteria as appropriate. I.e. Last name, first name.

Click “Search”.

3. The search results appear at the bottom of the screen. Click the **pencil icon (edit)** to access the SF-182.

User ID	User Name	Domain ID	Email Address	Supervisor	Notify
LW038276	Walker, Lyndell A	ARS-HQ	lyndell.walker@ars.usda.gov	HF026577	<input type="checkbox"/>

4. The summary page appears as default.

Click **SF-182 Requests** tab.

- Click the **New Request** button at the bottom of the screen.

Performance	Learning	Commerce	Content	Reports	System Admin
96867	Adobe Advance Learning	Completed and Verified	None	View Request Edit SF-182 Request Edit Verification View History	
89690	AgLearn Maintenance	Submitted	Pending Step 5	Edit Approval Edit Request Withdraw Request	
84731	test	Denied	None	View Request	
64958	Adobe Flash CS3: Rich Content Creation	Verified	None	Edit SF-182 Request Edit Verification	
64956	Adobe Dreamweaver CS4: Website Development	Verification Denied	None	View Request Edit SF-182 Request Transfer Request Verify	
45761	1234	Completed and Verified	None	View Request Edit SF-182 Request Edit Verification View History	
45754	Intro to Access	Verification Submitted	Pending Step 1	Edit Approval Edit Verification Withdraw Verification Edit SF-182 Request	
43496	Microsoft Access 2003: Introduction	Verification Denied	None	View Request Edit SF-182 Request Transfer Request Verify	
21669	Human Resources Management for Administrative Personnel	Approved	None	View Request Edit SF-182 Request Transfer Request	
2463	Developing and Communicating Leadership Competencies	Denied	None	View Request	
Records per Page: 10 (10 total records)					
New Request					

- The SF-182 form opens.
Fill out the SF-182 request form.

Note: For instructions on how to complete all or some of the fields on the SF-182, please refer to the instructions listed at:

http://www.afm.ars.usda.gov/forms/E_MPDEV/SF182-Instructions.PDF

Proceed to either Step 7 (Non-Federal Vendor) or Step 8 (Federal Vendors) depending on vendor information that is selected in B.1.

Users

User ID: S003576
Name: Gibson Brooks, Sheryl A.

[Back to SF-182 Requests](#)

New SF-182 Request

Request, Authorization, Agreement & Certification of Training

SECTION A: TRAINEE INFORMATION

A. Agency Code, agency sub element and submitting office number: A0034800

B. Request Status / Record Action: Add Delete

A.1. Applicant's Name: Last Name: Gibson Brooks, First Name: Sheryl, Middle Initial: A, First Five Letters of Last Name: GBS00

A.4. Home Address: Street Address: HHS, OFFICE OF THE DIRECTOR, 1801 SUNNYSIDE AVE, City: BELTSVILLE, State / Province: MD, Postal Code: 20705-5103, Country: USA

A.5. Home Phone: 001-204-1430

A.6. Position Level: ☐ a. Non-supervisory ☐ b. Manager ☐ c. Supervisory ☐ d. Executive

A.7. Organization Mailing Address: Add1: Add2: City: State / Province: Postal Code:

A.8. Office Phone: A.9. Work Email Address: sheryl.brooks@ars.usda.gov

A.10. Position Title: A.11. Does applicant need special accommodation? ☐ Yes ☒ No If yes, please describe below:

Done

- Section C of the SF-182 is the Payment and Billing Section. It is important to place the appropriate information in this section according to the payment method used. For payment by accounting code for Non Federal Vendors:

SECTION C: COSTS AND BILLING INFORMATION					
C.1. Direct Cost and appropriation/fund chargeable			C.2. Indirect Cost and appropriation/fund chargeable		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	\$4095.00	0010301910	a. Travel	\$695.00	0010301910
b. Books or Materials	\$0.00		b. Per Diem	\$0.00	
c. Total	\$4095.00		c. Total	\$695.00	
* C.3. Total Training Non-Government Contribution Cost			C.6. Billing Instructions		
\$0.00			USDA, OCFO Controller Operations Division, ACPRB ARS Operations Section P.O. Box 53326 New Orleans, Louisiana 70153		
C.4. Document / Purchase Order / Requisition No					
Doc #: 0003050023; Vend Code: 1500110220					
C.5. 8-Digit Station Symbol					
12-40-0300					

- C1. Enter the amount of the training, books or materials, total and appropriation fund.
- C2. Enter the estimated travel amount, per diem, total and appropriation fund.
- C4. Enter the Agency Document Tracking #. This number is used internally to track the number of SF-182s generated in a fiscal year, and normally consist of the two digit fiscal year, four digit mode code, and four digit sequential set of numbers. Also, enter the FMFI vendor code. To receive a copy of the FMFI vendor code, please contact your budget person. (See page 7 for sample vendor list)
- C5. Enter the appropriate 8-digit station symbol:
 (ARS) 12-40-0300; (NIFA) 12-40-2200; (ERS) 12-40-1800; (NASS) 12-40-2000
- C6. Enter the appropriate billing address (see page 12:
<http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>

8. The IPAC system is used to process bills for Federal Government agency vendors, therefore, when the training vendor is a Federal Government agency such as GSA, OPM and etc, pertinent information is needed in Section C.4. of the SF-182 for IPAC identification purposes.

NFC supplies a "Purchase Order" number as an identifier code for the vendor. This PO number is matched in the IPAC system to identify the Federal agency vendor.

SECTION C: COSTS AND BILLING INFORMATION					
C.1. Direct Cost and appropriation/fund chargeable			C.2. Indirect Cost and appropriation/fund chargeable		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	\$3450.00	1010305001	a. Travel	\$225.00	1010305001
b. Books or Materials	\$0.00		b. Per Diem	\$0.00	
c. Total	\$3450.00		c. Total	\$225.00	
* C.3. Total Training Non-Government Contribution Cost			C.6. Billing Instructions		
\$0.00			USDA, OCFO Controller Operations Division, ACPRB ARS Operations Section P.O. Box 53326 New Orleans, Louisiana 70153		
C.4. Document / Purchase Order / Requisition No					
4312345678; Doc #1-0305-0042, FMFI Vendor Code: 1300000604					
C.5. 8-Digit Station Symbol					
12-40-0300					

To obtain the FMMI PO number, first complete SF-182 in AgLearn and obtain all required approvals. Print an approved copy of the SF-182 and forward to [ARSOPS](mailto:ARSOPS@nfc.usda.gov) via email address: ARSOPS@nfc.usda.gov. [ARSOPS](#) processes SF-182 and generates a FMMI PO number. [ARSOPS](#) emails agency (sender of the document) the FMMI PO number. The Agency then places the FMMI PO number in block C.4. of the SF-182 and forwards to Federal vendor. (OPM, GSA, etc.)

Note: The FMMI PO number “must” be the first number listed in block C.4. of the SF-182. LEAVE SPACE FOR THIS NUMBER AT THE BEGINNING OF SECTION C.4. FMMI system will process without manual intervention.

9. Review the form for accuracy.
Click the “Submit” button.

☐ Submit Request as Approved

☐ Save Data for Another Request

Select User

Submit

Reset

10. **Training Approval Process (TAP)**

Step 1 – the 1st line supervisor’s name should already be populated from the user’s personal profile. Click the “show all” to show the supervisor name.

Note: If the supervisor’s name is not listed, the “Select User for Approval” link will be available to search. Click the link and search for the supervisor.

Step 2-4 – Auto Approvers – No name necessary in these fields.

Note: The AgLearn system automatically moves through these steps and submits as approved. The Step 5 approver is then notified via email to approve step 5.

Approval Submission | Help |

> Submit for Approval

The item/request selected requires approval using the steps listed below.

Any steps that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
Step 1	Supervisor Level 1 (Show All)
Step 2	Approver_1 (Show All)
Step 3	Approver_2 (Show All)
Step 4	Approver_3 (Show All)
Step 5	Select User for Approval
Step 6	Select User for Approval

Return to SF-182 Request Submit

11. Select the **Step 5 Approver (Fund Holder)** by selecting the link “Select User for Approval”.

1. The search screen will appear. Key in the Last and First name and click search. Select the name.

2. Repeat the steps above to select the **Step 6 Approver** (person to review the form for accuracy, and add accounting and billing info).

Search Reset

Case sensitive search: ☐ Yes ☒ No

User ID: Starts With

Last Name: Starts With gram

First Name: Starts With v

Middle Initial: Starts With

Role ID: Starts With

User Status: ☒ Active ☐ Not Active ☐ Both

Approval Process | Help |

> Search Results

Search Results

Add Users to Approval Process Step

Add Reset

Select All / Deselect All

User ID	User Name	Add
VG037265	Gramlich, Virginia C	<input checked="" type="checkbox"/>

Select All / Deselect All

Add Reset

12. Click **Submit** once you have chosen the approvers.

Submit

13. Review the new SF-182 Request

A Request ID is created for the SF-182. The title is listed, and the "Status" field is indicated as "Submitted". The "Pending Approval Actions" field identifies what step the document is at in the approval process. The "Action" field provides you the various actions you can perform based on where the document is in the approval process.

Request ID	Title	Status	Pending Approval Actions	Action
69690	AgLearn Maintenance	Submitted	Pending Step 1	Edit Approval Edit Request Withdraw Request
84731	test	Denied	None	View Request
64958	Adobe Flash CS3: Rich Content Creation	Verified	None	View Request
64956	Adobe Dreamweaver CS4: Website Development	Verification Denied	None	View Request Transfer Request Verify
45761	1234	Verification Submitted	Pending Step 1	Edit Approval Edit Verification Withdraw Verification
45754	Intro to Access	Verification Submitted	Pending Step 1	Edit Approval Edit Verification Withdraw Verification
43496	Microsoft Access 2003: Introduction	Verification Denied	None	View Request Transfer Request Verify
21669	Human Resources Management for Administrative Personnel	Approved	None	View Request Transfer Request

Sample FMMI vendor list

Vendor List

Page 1 of 1

Vendor List

Menu Back Exit Cancel System

FMMI Production - Gold Denver, CO

Vendor List

Time 12:50:20 Date 07/06/2009
PFKKV200/20000445 Page

Name 1	Contents 1	Name 2	Contents 2	Name 3	Contents 3	Name 4	Contents 4	Name 5	Content
Vendor	1500110220	Company Code	TECHNICAL DATA	Company Code Name					
Section	USDA GRADUATE	Acct Group	25AL	Created by	CONVUSER02	Created on	10/08/2009		
Section	COMMUNICATION WITH VENDOR			Language	EN	Telephone	202-314-3381		
	600 MARYLAND AVE SE								
	WASHINGTON DC 20024-2521								
	USA								

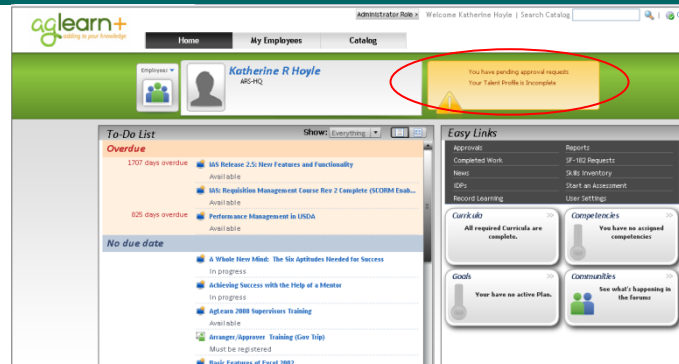
Example

Vendor USDA

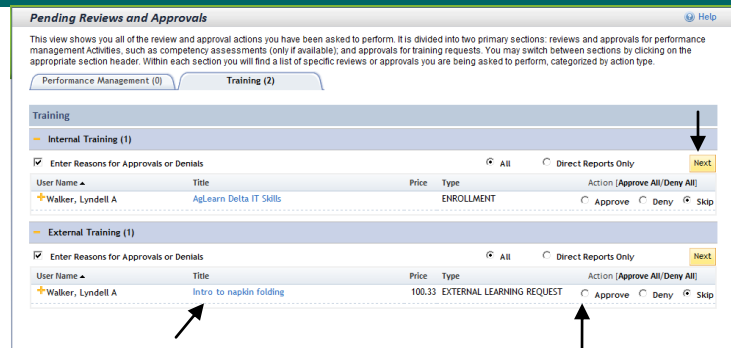
Vendor code 1500110220

SF-182 Approval Process

1. The approvers will login using their **Learner Login**. The approver will see on their home screen: **You have pending approval requests.**

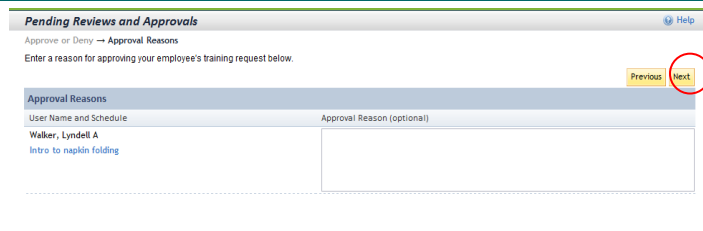


2. To view the SF-182, click on the title of the training. To Approve the SF-182, click the **Approve** box, then **Next**



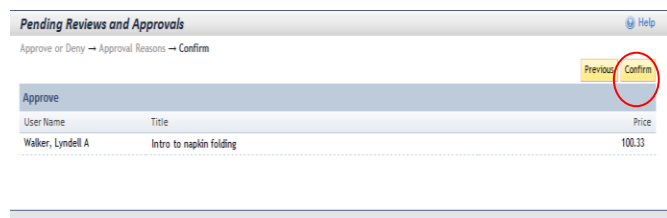
3. A comment section will appear next. Click **Next** to the final review screen.

Note*: Comments are optional



4. At the final review screen, review all the information before clicking **Confirm**. Once the SF-182 has been approved, the **Status** will change to **Approved**

The AgLearn System will automatically approve Steps 2-4 auto approvers. (This could take 15min to an hour) Step 5 and Step 6 approvers should log in as Learners and follow steps 1-4 to approve the SF-182



Records per Page 10 (10 total records)				
Request ID	Title	Status	Pending Approval Actions	Action
97003	Intro Into Napking Folding	Approved	None	View Request Withdraw Request Edit SF-182 Request Transfer Request
89093	Microsoft Excel Basics	Denied	None	View Request
72697	Training on SF-182 Process	Denied	None	View Request
69518	Fundamentals Of Writing	Completed and Verified	None	View Request Edit SF-182 Request Edit Verification View History
66582	Developing Procedures, Policies and Documentation	Verified	None	View Request Edit SF-182 Request Edit Verification

Preparing the SF-182 for Credit Card Payment

This job aid provides instructions when paying for Commercial (Off-the-Shelf) training by credit card. The purchase card is the preferred method to pay for training under the \$2,500 micro-purchase threshold. Training over \$2,500 **must** be paid using an accounting code (shorthand code). If the training vendor does not accept payment by purchase card, forward the SF-182 to the appropriate payment office listed on page of the following instructions:
<http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>.

Step Activity View

1. Log into AgLearn as an administrator - www.aglearn.usda.gov.

From the administrator interface, select the **User Management** menu.

From the left menu, the **Users** menu is highlighted.

2. From the Users search screen, enter and/or select the basic search criteria as appropriate. I.e. Last name, first name.

Click **"Search"**.

3. The search results appear at the bottom of the screen. Click the **pencil icon (edit)** to access the SF-182.

4. The summary page appears as default.

Click **SF-182 Requests** tab.

5. Click the **New Request** button at the bottom of the screen.

45761	1234	Completed and Verified	None	View Request Edit SF-182 Request Edit Verification View History Edit Approval Edit Verification Withdraw Verification Edit SF-182 Request
45754	Intro to Access	Verification Submitted	Pending Step 1	View Request Edit SF-182 Request Transfer Request Verify
43496	Microsoft Access 2003: Introduction	Verification Denied	None	View Request Edit SF-182 Request Transfer Request Verify
21669	Human Resources Management for Administrative Personnel	Approved	None	View Request Edit SF-182 Request Transfer Request Verify
2463	Developing and Communicating Leadership Competencies	Denied	None	View Request

Records per Page: 10 (10 total records)

New Request

6. The SF-182 form opens.
Fill out the SF-182 request form.

Note: For instructions on how to complete all or some of the fields on the SF-182, please refer to the instructions listed at:
<http://www.afm.ars.usda.gov/forms/E/MPDEV/SF182-Instructions.PDF>

Users

User ID: 5003079
Name: Olson Brooks, Daniel A.

New SF-182 Request

Request, Authorization, Agreement & Certification of Training

SECTION A: TRAINEE INFORMATION

A. Agency Code, agency's sub element and submitting office number: A003400

B. Request Status / Record Action: Add, Delete

A.1. Applicant's Name: Last Name: Olson Brooks, First Name: Daniel, Middle Initial: A., First Five Letters of Last Name: OLSOB

A.4. Home Address: Street Address: 4800 OFFICE OF THE DIRECTOR, WEST BURNING WOOD AVE, City: BELTSVILLE, State / Province: MD, Postal Code: 20705-5103, Country: USA

A.5. Home Phone: 301-261-1438

A.6. Position Level: Non-supervisory, Manager, Supervisory, Executive

A.7. Organization Mailing Address: Add1, Add2, City, State / Province, Postal Code

A.8. Office Phone: A.9. Work Email Address: daniel.brooks@ars.usda.gov

A.10. Position Title: A.11. Does applicant need special accommodation? Yes, No

A.12. If yes, please describe below

SECTION B: TRAINING COURSE DATA

B.1a. Name and Mailing Address of Training Vendor: ID, Name, Street Address, City, State / Province, Postal Code, Country

B.1b. Location of Training Site: If Same, mark box, Street Address, City, State / Province, Postal Code, Country

B.1c. Vendor Email Address: B.1d. Vendor Telephone Number

B.2a. Course Title: B.2b. Course Number Code: B.3. Training Start Date (MM/DD/YYYY): B.4. Training End Date (MM/DD/YYYY)

B.5. Training Duty Hours: B.6. Training Non-Duty Hours: B.7. Training Purpose Type: Please Select One

B.9. Training Sub Type Code: B.10. Training Delivery Type Code: B.11. Training Designation Type Code: B.12. Training Credit: B.13. Training Credit Type Code: Please Select One

B.14. Training Accreditation Indicator: B.15. Continued Service Agreement Required Indicator: B.16. Continued Service Agreement Required Expiration Date: B.17. Training Source Type Code: Yes, No, N/A, Please Select One

B.18. Training Objectives: B.19. Agency Use Only

SECTION C: COSTS AND BILLING INFORMATION

SECTION C: COSTS AND BILLING INFORMATION					
C.1. Direct Cost and appropriation/fund chargeable			C.2. Indirect Cost and appropriation/fund chargeable		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	\$0.00		a. Travel	\$0.00	
b. Books or Materials	\$0.00		b. Per Diem	\$0.00	
c. Total	\$		c. Total	\$	
* C.3. Total Training Non-Government Contribution Cost \$0.00			C.6. Billing Instructions <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		
C.4. Document / Purchase Order / Requisition No					
C.5. 8-Digit Station Symbol					

☐ Submit Request as Approved
 ☐ Save Data for Another Request
 [Select User](#)
[Submit](#)
[Reset](#)

7. Section C of the SF-182 is the Payment and Billing Section. It is important to place the appropriate information in this section according to the payment method used. For Credit Card payments:

C.1. Direct Cost and appropriation/fund chargeable			C.2. Indirect Cost and appropriation/fund chargeable		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	500.0		a. Travel	22.50	
b. Books or Materials	0.0		b. Per Diem	0.0	
c. Total	500		c. Total	22.50	
* C.3. Total Training Non-Government Contribution Cost 0.0			C.6. Billing Instructions <div style="border: 1px solid black; padding: 5px;"> Paid by Credit Card Ashley Magill 301-504-1476 ashley.magill@ars.usda.gov </div>		
C.4. Document / Purchase Order / Requisition No					
Doc #: 003050022					
C.5. 8-Digit Station Symbol					

- C1. Enter the amount of the training, books or materials & total.
 C2. Enter the travel amount, per diem & total
 C3. Leave at zero.
 C4. Enter the Agency Document Tracking #. This number is used internally to track the number of SF-182s generated in a fiscal year, and normally consist of the two digit fiscal year, four digit mode code, and four digit sequential set of numbers.
 C5. N/A for Credit Card Purchases
 C6. Enter the Card Holders full name, phone number, and email address.

8. Review the form for accuracy and click the **Submit** button.

☐ Submit Request as Approved
 ☐ Save Data for Another Request
 [Select User](#)
[Submit](#)
[Reset](#)

9. **Training Approval Process (TAP)**

Step 1 – the 1st line supervisor's name should already be populated from the user's personal profile. Click the "show all" to show the supervisor name.

Note: If the supervisor's name is not listed, the "Select User for Approval" link will be available

to search. Click the link and search for the supervisor.

Step 2-4 – Auto Approvers – No name necessary in these fields.

Note: The AgLearn system automatically moves through these steps and submits as approved. The Step 5 approver is then notified via email to approve step 5.

Approval Submission [| Help |](#)

> **Submit for Approval**

The item/request selected requires approval using the steps listed below.

Any steps that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
Step 1	Supervisor Level 1 (Show All)
Step 2	Approver_1 (Show All)
Step 3	Approver_2 (Show All)
Step 4	Approver_3 (Show All)
Step 5	Select User for Approval
Step 6	Select User for Approval

[Return to SF-182 Request](#) [Submit](#)

10. Select the **Step 5 Approver (Fund Holder)** by selecting the link “**Select User for Approval**”.

1. The search screen will appear. Key in the Last and First name and click search. Select the name.
2. Repeat the steps above to select the **Step 6 Approver** (person to review the form for accuracy, and add accounting and billing info).

Case sensitive search: ☐ Yes ☒ No

User ID: Starts With

Last Name: Starts With gram

First Name: Starts With vj

Middle Initial: Starts With

Role ID: Starts With

User Status: ☒ Active ☐ Not Active ☐ Both

[Search](#) [Reset](#)

Approval Process [| Help |](#)

> Search Results

[Search](#) [Results](#)

Add Users to Approval Process Step

[Add](#) [Reset](#)

[Select All / Deselect All](#)

User ID	User Name	Add
VG037265	Gramlich, Virginia C	<input checked="" type="checkbox"/>

[Select All / Deselect All](#)

[Add](#) [Reset](#)

11 Click **Submit** once you have chosen the approvers.

[Submit](#)

12. Review the new SF-182 Request

A Request ID is created for the SF-182. The title is listed, and the “Status” field is indicated as “Submitted”.

The “Pending Approval Actions” field identifies what step the document is at in the approval process.

The “Action” field provides you the various actions you can perform based on where the document is in the approval process.

Viewing Options: All requests Sort By: Request ID

Records per Page 10 (9 total records)

Request ID	Title	Status	Pending Approval Actions	Action
89690	AgLearn Maintenance	Submitted	Pending Step 1	Edit Approval Edit Request Withdraw Request
84731	test	Denied	None	View Request
64958	Adobe Flash CS3: Rich Content Creation	Verified	None	View Request

Preparing and Approving the SF-182 as an Administrator

There may be occasions when an administrator will need to submit the SF-182 request as approved by the administrator. For instance, acceptance in a class is contingent on receiving the SF-182 immediately, and receiving signatures through AgLearn is impossible. The administrator will approve and ensure the appropriate signatures are received from the fund holder. Another instance could be the SF-182 was submitted, however, the supervisor and/or fund holder is not available to approve (separated, on detail, on extended leave, etc.).

Note: The “submit as approved by administrator” should not be used for all SF-182s submitted just because an approver does not like logging into AgLearn, and the administrator should be aware that if audited, there should be some form of documentation of the fund-holder’s signature.

Step Activity View

1. Log into AgLearn as an administrator - www.aglearn.usda.gov.

From the administrator interface, select the **User Management** menu.

From the left menu, the **Users** menu is highlighted.

2. From the Users search screen, enter and/or select the basic search criteria as appropriate. I.e. Last name, first name.

Click “**Search**”.

3. The search results appear at the bottom of the screen. Click the **pencil icon (edit)** to access the SF-182.

User ID	User Name	Domain ID	Email Address	Supervisor	Notify
LW038276	Walker, Lyndell A	ARS-HQ	lyndell.walker@ars.usda.gov	HF026577	<input type="checkbox"/>

4. The summary page appears as default.

Click **SF-182 Requests** tab.

- Click the **New Request** button at the bottom of the screen.

43496	Microsoft Access 2003: Introduction	Verification Denied	None	View Request Edit SF-182 Request Transfer Request Verify
21669	Human Resources Management for Administrative Personnel	Approved	None	View Request Edit SF-182 Request Transfer Request Verify
2463	Developing and Communicating Leadership Competencies	Denied	None	View Request

Records per Page 10 (10 total records)

New Request

- The SF-182 form opens.

Fill out the SF-182 request form.

Note: For instructions on how to complete all or some of the fields on the SF-182, please refer to the instructions listed at:

<http://www.afm.ars.usda.gov/form/s/EMPDEV/SF182-Instructions.PDF>

Users

User ID: S0103376
Name: Odeon Brooks, Sherel A.

New SF-182 Request
+ Required Fields

[Back to SF-182 Requests](#)

Request, Authorization, Agreement & Certification of Training

SECTION A: TRAINEE INFORMATION

A. Agency Code, agency sub element and submitting office number: A0504888
B. Request Status / Record Action: Add, Edit, Delete

A.1. Applicant's Name: Last Name: Odeon Brooks, First Name: Sherel A., Middle Initial: A., First Five Letters of Last Name: BROOKS
A.2. Home Address: Street Address: 6505 OFFICE OF THE DIRECTOR, 5601 SUNNYVALE AVE, City: MILITARY, State / Province: MD, Postal Code: 20705-5193, Country: USA
A.3. Home Phone: (301) 504-1430
A.4. Position Level: a. Non-supervisory, b. Manager, c. Supervisory, d. Executive
A.5. Organization Rating Address: Address: , City: , State / Province: , Postal Code: , Country: , A.6. Office Phone: , A.7. Work Email Address: sheral.brooks@ars.usda.gov

SECTION B: TRAINING COURSE DATA

B.1a. Name and Rating Address of Training Vendor: Name: , City: , State / Province: , Postal Code: , Country: , Other if Other, please specify:
B.1b. Location of Training Site: If Same, mark box:
Street Address: , City: , State / Province: , Postal Code: , Country:
B.1c. Vendor Email Address: , B.1d. Vendor Telephone Number:
B.2a. Course Title: , B.2b. Course Number Code: , B.3. Training Start Date (MM/DD/YYYY): , B.4. Training End Date (MM/DD/YYYY):
B.5. Training Duty Hours: , B.6. Training Non-Duty Hours: , B.7. Training Purpose Type:
B.9. Training Sub Type Code: , B.10. Training Delivery Type Code: , B.11. Training Designation Type Code: , B.12. Training Credit: , B.13. Training Credit Type Code:
B.14. Training Accreditation Indicator: Yes No, B.15. Continued Service Agreement Required Indicator: Yes No N/A, B.16. Continued Service Agreement Required Expiration Date: , B.17. Training Source Type Code:
B.18. Training Objectives: , B.19. Agency Use Only:
SECTION C: COSTS AND BILLING INFORMATION
C.1. Direct Cost and appropriation/fund chargeable: Item, Amount, Appropriation Fund
a. Tuition: \$0.00,
b. Books or Materials: \$0.00,
c. Total: \$
C.2. Indirect Cost and appropriation/fund chargeable: Item, Amount, Appropriation Fund
a. Travel: \$0.00,
b. Per Diem: \$0.00,
c. Total: \$
C.3. Total Training Non-Government Contribution Cost: \$0.00
C.4. Document / Purchase Order / Requisition No:
C.5. 8-Digit Station Symbol:
C.6. Billing Instructions:
Submit Request as Approved, Save Data for Another Request, Select User, Submit, Reset

- Complete Section C as appropriate based on the method of payment being used. (See previous instructions for submitting using accounting code or credit card)

At the bottom of the SF-182 form, place a check mark inside the box labeled **Submit Request as Approved**, and click submit

C.1. Direct Cost and appropriation/fund chargeable			C.2. Indirect Cost and appropriation/fund chargeable		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	0.00		a. Travel	0.00	
b. Books or Materials	0.00		b. Per Diem	0.00	
c. Total	0		c. Total	0	

C.3. Total Training Non-Government Contribution Cost	C.6. Billing Instructions
0.00	

C.4. Document / Purchase Order / Requisition No	C.5. 8-Digit Station Symbol

☒ Submit Request as Approved

- Check the user SF-182 Request to see if the new request appears

agilearn+ Administration - Training Environment

User Role: Quick Links: Preferences | Help | Check System | Sign Out

Home User Management Performance Learning Commerce Content Reports System Admin

Users Assignment Profiles Job Positions Organizations Organization Groups Regions Tools References

Standard Options

Request ID	Title	Status	Pending Approval Actions	Action
96994	Intro to Production	Approved	None	View Request Withdraw Request Edit SF-182 Request Transfer Request
96982	Intro to napkin folding	Approved	None	View Request Withdraw Request Edit SF-182 Request Transfer Request
89696	Testing Save By Another User	Denied	None	View Request
84552	test	Withdrawn	None	View Request

SF-182-Transfer to Another Employee

There may be times when an SF-182 has been approved and paid for and the agency cannot be reimbursed for the funds. In cases like this, the AgLearn system has the ability to transfer an SF-182 request to another employee. Some examples are: assigned a new project that must get done, scheduled employee separated from agency, on a detail, or out on extended leave.

Step	Activity	View
------	----------	------

- 1 Log in to AgLearn as an **administrator** – www.aglearn.usda.gov . Click on **User Management** tab in the blue. Click on the **Users** on the gray (left) side of the screen

- 2 Enter the employee's name. Click **Search**. Scroll to the bottom of the page. Click on the **Pencil** icon.

User ID	User Name	Domain ID	Email Address	Supervisor	Notify
LW038276	Walker, Lyndell A	ARS-HQ	lyndell.walker@ars.usda.gov	HF026577	<input type="checkbox"/>

- The summary page of the employee will appear. Next, click on the **SF-182 Requests** tab.

The screenshot shows the 'Users' section of the aglearn+ system. The user 'Walker, Lyndell A.' (ID: LW038276) is selected. The 'SF-182 Requests' tab is highlighted in the top navigation bar. The 'Edit the User Information' section shows the user's details, including their role as 'DEFAULT USER (System Default User Role)'.

- Click **Transfer Request** on the right side of the chosen SF-182

The screenshot shows the 'SF-182 Requests' page. A table lists requests, including one with ID 96982 titled 'Intro to napkin folding'. The 'Transfer Request' button is highlighted for this request. The table also shows other requests like 'Intro to Production' and 'Testing Save By Another User'.

- Enter the employee's name. Click **Search**

The screenshot shows the 'Search Users' page. The 'Search' button is highlighted. The page includes a search form with fields for User ID, Last Name, First Name, Middle Initial, Role ID, User Status, Domains, Supervisors, Organizational Unit, Employee Number, and Org Unit ID. The 'Search' button is highlighted in the bottom right corner.

6. Click the **Select** button

The screenshot shows the 'User Management' section of the aplearn+ system. The 'Users' tab is active, and the 'Search Results' section displays a table with user information. A red arrow points to the 'Select' button next to the user 'AM037689 Magill, Ashley B'.

User ID	User Name	Action
AM037689	Magill, Ashley B	Select

7. The SF-182 is transferred to the employee. To see the document, click the **"SF-182 Request"** tab in the employee's record.

The screenshot shows the 'User Management' section of the aplearn+ system, specifically the 'Users' tab. The 'SF-182 Requests' tab is selected, and a red circle highlights it. Below the tab, there is a table of requests. The first request, with ID 56582, is circled in red.

Request ID	Title	Status	Pending Approval	Action
56582	Intro to napkin folding	Approved	None	View Request Withdraw Request Edit SF-182 Request Transfer Request
89093	Microsoft Excel Basics	Denied	None	View Request
72697	Training on SF-182 Process	Denied	None	View Request
69518	Fundamentals Of Writing	Completed and Verified	None	View Request Edit SF-182 Request Edit Verification View History
66582	Developing Procedures, Policies and Documentation	Verified	None	View Request Edit SF-182 Request Edit Verification

AgLearn Electronic SF-182 – Verifier Role Learner and Administrator

At the completion of a training event, you must verify your attendance and completion of all training sessions. This verification also allows you to update the SF-182 with new or changed information such as dates and tuition cost. After the employee has verified the training, the 1st line supervisor must also verify completion of all training sessions before it is added to the employee's Learning History.

This job aid will show administrators the steps an employee and supervisor will take to verify training, and provide steps the administrator can take to assist in the verification process.

Step	Activity	View
------	----------	------

- | | | |
|---|--|--|
| 1 | Go to www.aglearn.usda.gov .
Log in as a Learner | |
|---|--|--|



- | | | |
|---|---|--|
| 2 | To verify training, go to the Easy Links section, and click SF-182 Requests . | |
|---|---|--|

The Request, Authorization, Agreements & Certification Of Training screen will appear.

Note: To view the actual Request, click the **blue Request ID** link. (Optional)

Select the SF-182 you need to verify by clicking the **blue verify** button.

Below is a list of all of your SF-182 Request. Click the Request ID for more information about the request. Click Copy Request or Withdraw Request button and click Go to Copy or Withdraw from an SF-182 Request. Click the New Request button to initiate a new request.				
SF-182 ID	Title	Status	Pending Approval	Action
96996	Intro to Production	Approved	Pending Verification	Verify
96982	Intro to napkin folding	Approved	Pending Verification	Copy Request
89696	Testing Save By Another User	Denied	None	Copy Request
84552	test	Withdrawn	None	Copy Request
79464	123	Denied	None	Copy Request
79460	Creating a SharePoint Site	Denied	None	Copy Request
72698	SF-182 Training	Verification Denied	None	Copy Request
72696	Approval Process of SF-182	Verified	None	Copy Request
64989	Test	Denied	None	Copy Request
63974	1234	Withdrawn	None	Copy Request

3. Complete the verification form.

Note: If there are changes to the dates and cost, please update before clicking the submit button

Request, Authorization, Agreement & Certification of Training
Verification
Training Request ID : 7265

REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

V.1. Course was completed
☒ Yes
☐ No

V.2. Comments/Explanation

V.3. Actual Course Dates (MM/DD/YYYY)
a. Commenced: 12/14/2009
b. Complete: 12/14/2009

V.4. Actual Course Hours
a. During Duty: \$
b. Non Duty: \$

V.5. Academic Score

V.6. All sessions were attended
☒ Yes
☐ No

V.7. Comments/Explanation

V.8. Direct Cost and appropriation/fund chargeable

	* Amount	Appropriation Fund
a. Tuition	\$ 0.00	
b. Books or Materials	\$ 0.00	
c. Total	\$ 0.00	

V.9. Indirect Cost and appropriation/fund chargeable

	* Amount	Appropriation Fund
a. Travel	\$ 0.00	
b. Per Diem	\$ 0.00	
c. Total	\$ 0.00	

V.10. Total Training Non-Government Contribution Cost
\$ 0.00

Submit

4. Once verification is complete, click the blue **submit** button at the top of the screen.

Training Request ID : 96996

REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

V.1. Course was completed
☒ Yes
☐ No

V.2. Comments/Explanation

Submit

5. The **Approval Submission** screen will appear.
(Optional) Click the **(Show All)** link to show the supervisor's name that will approve the verification.

Click the **Submit** button.

Approval Submission

Submit for Approval
[Back](#)

The item/request selected requires approval using the steps listed below.

Any steps that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
Step 1	Supervisor Level 1 (Show All)

Submit

6. To view the verification status, Click on the **Request ID**

Request, Authorization, Agreement & Certification of Training [Help](#)

Below is a list of all of your SF-182 Request. Click the Request ID for more information about the request. Click **Copy Request** or **Withdraw Request** button and click **Go to Copy** or **Withdraw** from an SF-182 Request. Click the **New Request** button to initiate a new request.

SF-182 Requests Viewing Options: All requests

Request ID	Title	Status	Pending Approval Actions	Action
96996	Intro to Production	Verification Submitted	Pending Step 1	Copy Request Withdraw Request
96982	Intro to napkin folding	Approved	Pending Verification	Copy Request
89696	Testing Save By Another User	Denied	None	Copy Request Resubmit
84552	test	Withdrawn	None	Copy Request
79464	123	Denied	None	Copy Request Resubmit
79460	Creating a SharePoint Site	Denied	None	Copy Request Resubmit
72698	SF-182 Training	Verification Denied	None	Copy Request Verify Resubmit
72696	Approval Process of SF-182	Verified	None	Copy Request
64989	Test	Denied	None	Copy Request Resubmit
63974	1234	Withdrawn	None	Copy Request

Records per Page: 10 Page: 1 2 Previous Next (13 total records) [New Request](#)

7. Click the **gold plus sign** next to **“View Actual Verification”**. Wait a few seconds and the verification page will appear.

External Learning Request Details [Help](#)

[Back](#)

Training Request ID: 96996
 Course Title: Intro to Production
 Vendor Name: USDA Professional Development Center
 Training Start Date: 12/14/2010 America/New York
 Training End Date: 12/16/2010 America/New York

Request Status: Verification Submitted

External Learning Request Details

[View Actual Request](#)

[View Actual Verification](#)

8. The verification page will appear. Scroll to the bottom of the form; click the **(Show Details)** link to see the name of the approver.

V.8. Direct Cost and appropriation/fund chargeable			V.9. Indirect Cost and appropriation/fund chargeable		
	* Amount	Appropriation Fund		* Amount	Appropriation Fund
a. Tuition	0.00		a. Travel	0.00	
b. Books or Materials	0.00		b. Per Diem	0.00	
c. Total	0.00		c. Total	0.00	
* V.10. Total Training Non-Government Contribution Cost					
0.00					
Verified?	Verification Step	Date Completed	Verified By	Verifiers	Comments
	Step 1			Supervisor Level 1 (Show Details)	

9. The name of the approver will appear to the right to show who needs to verify the request next and a status of the verification step will appear to the left.

Click the **back** button to return to the previous page.

V.8. Direct Cost and appropriation/fund chargeable			V.9. Indirect Cost and appropriation/fund chargeable		
	* Amount	Appropriation Fund		* Amount	Appropriation Fund
a. Tuition	0.00		a. Travel	0.00	
b. Books or Materials	0.00		b. Per Diem	0.00	
c. Total	0.00		c. Total	0.00	
* V.10. Total Training Non-Government Contribution Cost					
0.00					
Verified?	Verification Step	Date Completed	Verified By	Verifiers	Comments
	Step 1			Sherell A Gibson Brooks; (Close View)	

10. You will receive an email notification explaining that your record of completion is contingent on your supervisor verifying your attendance in the training event.

Check your learning history to ensure your records are updated.
If necessary, remind your supervisor to update the verification approval process.



Steps as an Administrator

- 1 Go to www.ablearn.usda.gov.
Log in as an **Administrator**.



- 2 To verify training, search for a user, and click on **SF-182 Requests**.

Select the SF-182 you need to verify by clicking the **blue verify** button.

Home	User Management	Performance	Learning	Commerce	Content	Reports	System Admin
Users	Assignment Profiles	96867	Adobe Advance Learning	Completed and Verified	None	View Request	
Job Positions						Edit SF-182 Request	
Organizations						Edit Verification	
Organization Groups						View History	
Regions							
Tools							
References							
		89690	AgLearn Maintenance	Submitted	Pending Step 5	Edit Approval	
						Edit Request	
						Withdraw Request	
		84731	test	Denied	None	View Request	
		64958	Adobe Flash CS3: Rich Content Creation	Verified	None	Edit Request	
						Edit SF-182 Request	
						Edit Verification	
		64956	Adobe Dreamweaver CS4: Website Development	Verification Denied	None	View Request	
						Edit SF-182 Request	
						Transfer Request	
						Verify	
		45761	1234	Completed and Verified	None	View Request	
						Edit SF-182 Request	
						Edit Verification	
						View History	
		45754	Intro to Access	Verification Submitted	Pending Step 1	Edit Approval	
						Edit Verification	
						Withdraw Request	
						Verify	
		43496	Microsoft Access 2003: Introduction	Verification Denied	None	View Request	
						Edit SF-182 Request	
						Transfer Request	
						Verify	
		21669	Human Resources Management for Administrative Personnel	Approved	None	View Request	
						Edit SF-182 Request	
						Transfer Request	
						Verify	
		2463	Developing and Communicating Leadership Competencies	Denied	None	View Request	

3. Complete the verification form.
Proceed to either Step 4 or Step 5

Note: If there are changes to the dates and cost, please update before clicking the submit button

New External Verification Request

Request ID: 8882

Required Fields

Request, Authorization, Approval & Certification of Training

V.1. Course was completed

☒ Yes ☐ No

V.2. Comments/Explanation

V.3. Actual Course Dates (MM/DD/YYYY)

a. Commenced: b. Completed:

V.4. Actual Course Hours

a. During Day: b. Non Day:

V.5. Academic Score

V.6. All sessions were attended

☒ Yes ☐ No

V.7. Comments/Explanation

V.8. Direct Cost and appropriation/fund chargeable

a. Amount b. Amount

a. Tuition b. Books or Materials c. Total

V.9. Indirect Cost and appropriation/fund chargeable


a. Amount b. Amount

a. Travel b. Per Diem c. Total

V.10. Total Training Non-Government Contribution Cost


Submit Request as Requested Submit Reset

4. Check the **Submit Request as Approved** option to bypass the approver and click the **Submit** button.



Submit Request as Approved Submit Reset

5. At the Approval Submission screen, click on the Approvers name to display it and click **Submit**



Approval Submission | Help |

> Submit for Approval

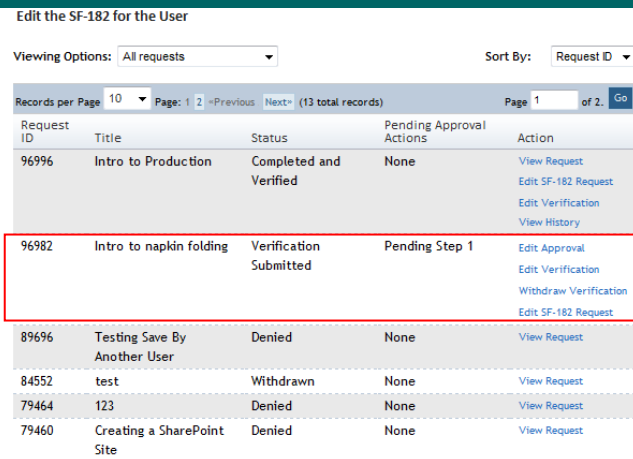
The item/request selected requires approval using the steps listed below.

Any steps that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
Step 1	Casandra V Butler; (Close View)

[Return to SF-182 Request](#) **Submit**

6. You will then be taken back to SF-182 request, and the verified SF-182 will appear.



Edit the SF-182 for the User

Viewing Options: All requests Sort By: Request ID

Records per Page: 10 Page: 1 of 2 (13 total records)

Request ID	Title	Status	Pending Approval Actions	Action
96996	Intro to Production	Completed and Verified	None	View Request Edit SF-182 Request Edit Verification View History
96982	Intro to napkin folding	Verification Submitted	Pending Step 1	Edit Approval Edit Verification Withdraw Verification Edit SF-182 Request
89696	Testing Save By Another User	Denied	None	View Request
84552	test	Withdrawn	None	View Request
79464	123	Denied	None	View Request
79460	Creating a SharePoint Site	Denied	None	View Request

Withdraw or Delete an SF-182 request

At times a user or administrator may need to withdraw or cancel an SF-182. This job aid will go through the steps to withdraw the document. If the SF-182 must be deleted from the system, this is done via an email request. Instructions on how to complete both are listed below.

Step	Activity	View
------	----------	------

- Go to www.aglearn.usda.gov.
Log in under the **Administrator Login**



- To withdraw a training, search for a user, and click on **SF-182 Requests**.

Select the SF-182 you need to remove by clicking the **blue withdraw request** button.

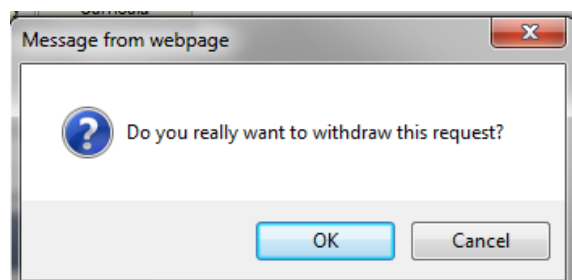
Viewing Options: All requests Sort By: Request ID

Records per Page: 10 (10 total records)

Request ID	Title	Status	Pending Approval Actions	Action
96867	Adobe Advance Learning	Completed and Verified	None	View Request Edit SF-182 Request Edit Verification View History
89690	AgLearn Maintenance	Submitted	Pending Step 5	Edit Approval Edit Request Withdraw Request
84731	test	Denied	None	View Request
64958	Adobe Flash CS3: Rich Content Creation	Verified	None	View Request Edit SF-182 Request Edit Verification
64956	Adobe Dreamweaver CS4: Website Development	Verification Denied	None	View Request Edit SF-182 Request Transfer Request Verify

- Once you click the withdraw request button, you will receive the following pop-up "Do you really want to withdraw this request?"

Select OK



4. The SF-182 has now been withdrawn.

Note: Although the document has been withdrawn, it still remains in the system, but as withdrawn

Records per Page 10 (10 total records)				
Request ID	Title	Status	Pending Approval Actions	Action
96867	Adobe Advance Learning	Completed and Verified	None	View Request Edit SF-182 Request Edit Verification View History
89690	AgLearn Maintenance	Withdrawn	None	View Request
84731	test	Denied	None	View Request
64958	Adobe Flash CS3: Rich Content Creation	Verified	None	View Request Edit SF-182 Request Edit Verification

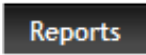
5. Deleting an SF-182 from the AgLearn system is something that must be done from the back-end of the system. Therefore, if an SF-182 is created and fully approved, and the document requires deletion, please send an email to Lyndell.walker@ars.usda.gov

Note: To remove the SF-182, include in the email the user first and last name, user ID, SF-182 number as well as title.

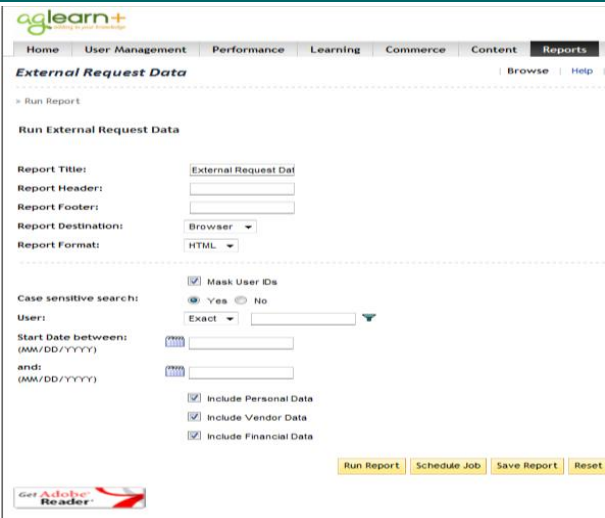
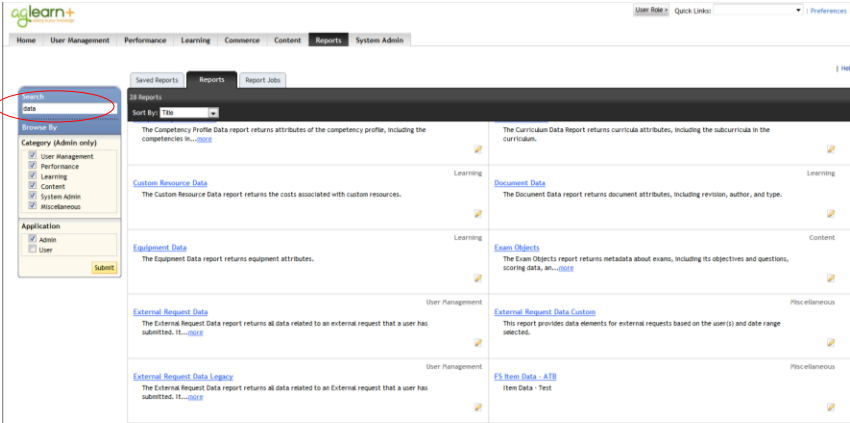
Running An External Data Report

The external request data report will provide user, request, vendor and financial data external requests for a selected time period. You can filter the data by fields such as domain, user status and item needs. Report data can be viewed in HTML or PDF format or can be downloaded to CSV format for further analysis in other program such as Excel. This procedure below illustrates how to report external request data for a specific month.

Step	Activity	View
1.	Click the Reports tab	
2.	In the search, type Data and click Submit	
3.	Click External Request Data .	



Note*: There are 3 external data request reports.



4. In **Report Destination** and **Report Format**, click the drop down arrow to choose the different forms.

Note*: Report Destination has 2 choices, **Browser** or **Local File**. Report Format has 2 choices, **HTML** or **PDF**

Report Destination: Browser ▾
Report Format: Browser ▾
Report Format: HTML ▾
Local File
HTML
PDF

5. Click the **Green Filter** icon next to the User section to do a search for a User

☒ Mask User IDs
Case sensitive search: ☒ Yes ☐ No
User: Exact ▾ 🔍
Start Date between: 📅 (MM/DD/YYYY)
and: 📅 (MM/DD/YYYY)
☒ Include Personal Data
☒ Include Vendor Data
☒ Include Financial Data

6. Do a search for the user by typing in first and last name. Then click **Search**

agilearn+
Home User Management Performance Learning Commerce Content Reports System Admin
External Request Data Browse Help
Run Report > by User
Create Filter View Filter
Create Users Filter For External Request Data
Add IDs manually or create the filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.
Add IDs (separate multiple IDs using a comma)
Users: Add
Search Users Search Submit Criteria Reset
Case sensitive search: ☒ Yes ☐ No
User ID: Starts With ▾
Last Name: Starts With ▾ walker
First Name: Starts With ▾ lyn
Middle Initial: Starts With ▾
Role ID: Starts With ▾
User Status: ☒ Active ☐ Not Active ☐ Both
Domains: Starts With ▾
Email Address: Starts With ▾
Organizational Unit: Starts With ▾
Employee Number: Starts With ▾
Org Unit ID: Starts With ▾
Add/Remove Criteria Search Submit Criteria Reset

7. Place a check mark in the **Select Box** and click **Submit Selection**

Create Filter View Filter
Select Users from list
<< Search Again Submit Selection Reset
Select All / Deselect All
User ID User Name Select
LW038276 Walker, Lyndell A ☒
Select All / Deselect All
Submit Selection Reset

8. Click **Submit Filter**

External Request Data [Browse] [Help]

> Run Report > by User

Create Filter View Filter

View Users Results

This screen allows you to view and edit the items you have selected. You can also Add additional IDs to your list. The "Submit Filter" button will submit your selected items to the previous search. The filter IDs are case sensitive.

Users: Add

Submit Filter Remove Checked IDs Reset

User ID	User Name	Select All / Deselect All	Remove
LW038276	Walker, Lyndell A	<input type="checkbox"/>	<input type="checkbox"/>

Submit Filter Remove Checked IDs Reset


9. Click the Calendar icon, if certain specific dates are needed. If an entire history is needed, keep the calendar date section blank.


Report Format: HTML

☒ Mask User IDs

Case sensitive search: ☒ Yes ☐ No

User: [1 Selected] ▼

Start Date between: 

and: 

☒ Include Personal Data

☒ Include Vendor Data

☒ Include Financial Data

Run Report Schedule Job Save Report Reset

Calendar Selection:

Select Date: January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

10. Click **Run Report**. This is the report as it is displayed in the browser.

Run Report

agilearn+ External Request Data

Request

User Name : Walker, Lyndell A User ID : *****

Social Security Number : Date of Birth :

Request Details

Vendor Name : Other Course Objectives : This course is for beginning and intermediate Capplate users who want to create software, demonstrations and interactive simulations

Complete Date : 8/19/2008 04:30 PM America/New York Training Purpose : Capplate Training Capplate 3 Fundamentals

Training Source : 04 Government State/Local Training Type : 03 Improve/Maintain Present Performance

Training Sub-type : 01 GS Training Program - Human Resources Training Delivery : 03 Technology Based

Training Designation : 05 Not Applicable Training Credit Type : 04 Not Applicable

Training Accreditation Required Indicator : No Continued Service Agreement Required Indicator : N/A

Personal

Position Level : Non-supervisory Office Phone : 301-504-1396

Email Address : LYNDLE WALKER@ARS.USDA.GOV Position Title : Disability Description :

Pay Plan : GS Series : 0209

Grade : 04 Step : 1

Type of Appointment : CC Education Level : 12

Vendor

Mailing Address - Street : 1400 10th Street, NW Level B-1 Training Site Address - Street : 1400 10th Street, NW Level B-1

Mailing Address - City : Washington Training Site Address - City : Washington

Mailing Address - State/Province : DC Training Site Address - State/Province : DC

Mailing Address - Postal Code : 20036 Training Site Address - Postal Code : 20036

Mailing Address - Country : US Training Site Address - Country :

Financial

Direct Cost Tuition Amount : 755.0 Direct Cost Tuition Fund : Direct Cost Books/Materials Fund : 0.0

Direct Cost Books/Materials Amount : 0.0 Indirect Cost Travel Amount : 0.0

Direct Cost Total : 755.0 Indirect Cost Per Diem Amount : 0.0

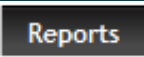
Indirect Cost Travel Fund : Indirect Cost Total : 0.0

Indirect Cost Per Diem Fund :

Running An External Tuition Report

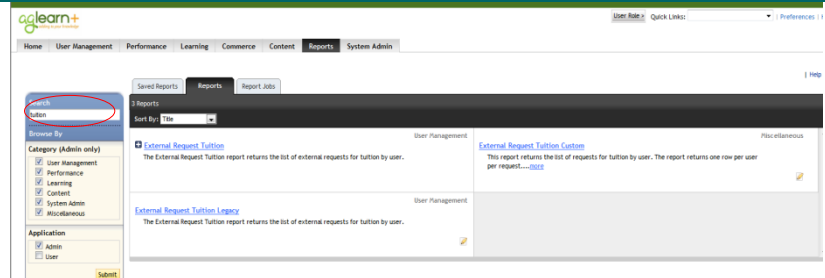
The external request tuition report will report for a selected time period. You can filter the data by fields such as domain, request status and vendor and can group and sort the data by fields such as schedule block, user, tuition, and vendor name. Report data can be viewed in HTML or PDF format or can be downloaded to CSV format for further analysis in other programs such as Excel. The procedure below illustrates how to identify all approved tuition requests that were approved during the first quarter of FY2010

Step	Activity	View
------	----------	------

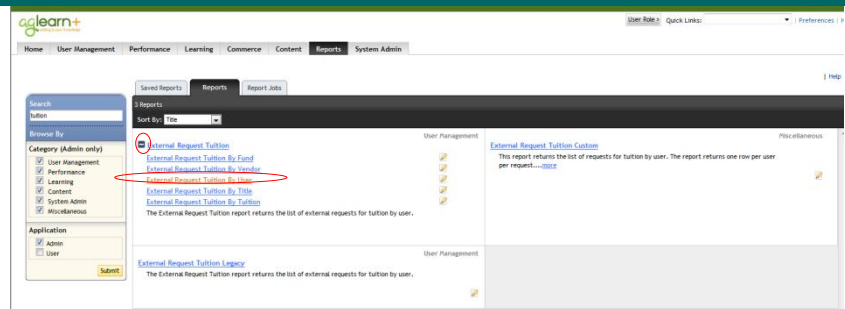
1.	Click the Reports menu	
----	-------------------------------	---

2.	In the search, type Tuition and click Submit	
----	--	--

Note*: There are 3 external data request reports



3.	Click the + sign next to External Request Tuition . Select External Request Tuition by User	
----	---	--



4.	Fill in the necessary data to run the report	
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- 5 In **Report Destination** and **Report Format**, click the drop down arrow to choose the different forms.

Note*: Report Destination has 2 choices, **Browser** or **Local File**.
Report Format has 2 choices, **HTML** or **PDF**

The screenshot shows two dropdown menus. The first is labeled 'Report Destination:' and has 'Browser' selected. The second is labeled 'Report Format:' and has 'HTML' selected. A dashed line separates the two sections.

6. Click the **Green Filter** icon next to the User section to do a search for a User

The screenshot shows a search form with fields for User, SF-182 Status, Vendor, Course Title, Fund/Chargecode, Tuition Greater Than, Start Date between, and Sort By. A green filter icon is circled next to the User field. The form also includes buttons for Run Report, Schedule Job, Save Report, and Reset.

7. Click the filter icon next to SF-182 Status. From here, select the statuses that the report to run

The screenshot shows the 'External Request Tuition By User' filter page. It includes a table with SF-182 Statuses and a 'Select' column. The table lists 11 statuses: Approved, Completed and Verified, Denied, Expired, Submitted, Verification Denied, Verification Submitted, Verification Withdrawn, Verified, Verified as not completed, and Withdrawn. The 'Select' column has checkboxes for each status. The page also includes buttons for Submit Selection and Reset.

ID	Description	Select
Approved	Approved	<input type="checkbox"/>
Completed and Verified	Completed and Verified	<input type="checkbox"/>
Denied	Denied	<input type="checkbox"/>
Expired	Expired	<input type="checkbox"/>
Submitted	Submitted	<input type="checkbox"/>
Verification Denied	Verification Denied	<input type="checkbox"/>
Verification Submitted	Verification Submitted	<input type="checkbox"/>
Verification Withdrawn	Verification Withdrawn	<input type="checkbox"/>
Verified	Verified	<input type="checkbox"/>
Verified as not completed	Verified as not completed	<input type="checkbox"/>
Withdrawn	Withdrawn	<input type="checkbox"/>

8. Click **Submit filter**

Create Filter View Filter

View SF-182 Status Results

This screen allows you to view and edit the items you have selected. You can also Add additional IDs to your list. The "Submit Filter" button will submit your selected items to the previous search. The filter IDs are case sensitive.

SF-182 Status: [Add](#)

[Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

Records per Page: 10 Page: 1 of 2 (11 total records) [Select All](#) [Deselect All](#)

ID	Description	Remove
Approved	Approved	<input type="checkbox"/>
Completed and Verified	Completed and Verified	<input type="checkbox"/>
Denied	Denied	<input type="checkbox"/>
Expired	Expired	<input type="checkbox"/>
Submitted	Submitted	<input type="checkbox"/>
Verification Denied	Verification Denied	<input type="checkbox"/>
Verification Submitted	Verification Submitted	<input type="checkbox"/>
Verification Withdrawn	Verification Withdrawn	<input type="checkbox"/>
Verified	Verified	<input type="checkbox"/>
Verified as not completed	Verified as not completed	<input type="checkbox"/>

Records per Page: 10 Page: 1 of 2 (11 total records) [Select All](#) [Deselect All](#)

[Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

9. Click **Run Report**

Home User Management Performance Learning Commerce Content **Reports** System Admin

External Request Tuition By User [Browse](#) [Help](#)

> Run Report

Run External Request Tuition By User

Report Title:

Report Header:

Report Footer:

Report Destination:

Report Format:

☒ Mask User IDs

User: [▼](#)

SF-182 Status: [▼](#)

Vendor:

Course Title:

Fund/Chargecode:

Tuition Greater Than:

Start Date between: [▼](#)

and: [▼](#)

Sort By: ☒ Course Title ☐ Fund/Chargecode ☐ User ☐ Start Date ☐ Tuition ☐ Vendor Name

[Run Report](#) [Schedule Job](#) [Save Report](#) [Reset](#)

10. A copy of the report as displayed by the browser.

agilearn+ External Request Tuition By User

User

User Name : Walker, Lyndell A User ID : *****

Request	Status	Vendor Name	Course Title	Start Date	Fund/Chargecode	Tuition (\$)
Denied	Campbell Scientific	123		2/24/2010 08:00 AM America/New York	01213456	0.00
Withdrawn	1ST Class Solutions	1234		9/7/2009 08:00 AM America/New York		300.00
Verified	GIWCC		AgLearn Training for SF-182	9/22/2008 08:00 AM America/New York	8010301923	1.00
Verified	Brooks Institute		Approval Process of SF-182	12/15/2009 08:00 AM America/New York		35.00
Verified	Fig Leaf Training		Captive Training - Captivate 3 Fundamentals	8/18/2008 08:00 AM America/New York		795.00
Denied	ITT TECH		Computer 101	3/19/2009 08:00 AM America/New York		1.00
Denied	Franklin Covey		Creating a SharePoint Site	2/24/2010 08:00 AM America/New York	003050123	1.00
Verification Denied	AgLearn Training		SF-182 Training	12/14/2009 08:00 AM America/New York		25.00
Denied	USDA Graduate School		Test	8/17/2009 08:00 AM America/New York		0.00
Denied	CareerTrack Seminars		Testing Save By Another User	7/6/2010 08:00 AM America/New York		0.00
Withdrawn	CareerTrack Seminars		test	4/22/2010 08:00 AM America/New York		0.00
Total						1158.00

SF182 Instructions for Group Training

Currently, the AgLearn system is set up to submit an electronic SF182 per individual and does not accommodate entering an SF182 for multiple individuals (groups) at one time. Until this option is made available in AgLearn, the following procedures apply:

An SF182 can be submitted for groups using a paper SF182 through the normal paper process. The form can be located on the OPM website at: http://www.opm.gov/forms/pdf_fill/SF182.pdf. The paper SF182 should be accurately completed and routed through the proper channels for approval. Agency specific instructions for completing the SF182 can be located on the AFM website at: <http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>. Once approval is received, the SF182 can be sent to the vendor and/or NFC for payment.

Note: An SF-182 for groups can be found in AgLearn by entering "ARS_GRP_TRAINING" in the "user ID" field. Click search. The user "ARS_GRP_TRAINING" appears. Enter the record to submit an SF-182 for a group. This form is only used to complete the request and send to the vendor. No true name is attached to it. Please follow the instructions below to submit an SF-182 for each individual to cover the cost of the training and credit the learning history.

Approvals: Ensure appropriate supervisory approvals are received when coordinating group training events, since one document is used for multiple users, sometimes from multiple offices.

Payment: Payment can be made using an accounting code for dollar amounts up to the \$100,000 threshold and/or by credit card for payments \$2500 or less.

Recording: Individual SF182's **must** be recorded in AgLearn with the appropriate costs for each attendee for tracking and recording purposes.

Program Coordinator/Training Designee Responsibilities:

- It is your responsibility to ensure the submission process is carried through to the finish.
- Individual SF182s must be recorded in AgLearn for those attending the training session(s) – these SF182s do not get sent to the vendor or NFC, but are recorded in AgLearn to report cost to OPM – www.aglearn.usda.gov.
- If Training Designees within the agency are responsible for submitting an individual SF182:
 - Provide a list of attendees along with instructions on how to submit.

- Provide the title of the course as it appears on the original SF182.
- Provide actual dates of course (some instances the dates may vary)
- Individual breakdown of cost per participant – Be sure to divide cost based on the number of participants that **actually** attended divided by the total cost of the training

Instructions for Creating Individual SF182s in AgLearn

1. Section B.2a. - Correct title of course -be consistent w/what was entered on original SF182.
2. Section B.3. & B.4. - Dates of training - use actual dates of training – E.g. original SF182 paid for three sessions of 25 attendees, training dates were October 8, 15, & 22nd.
3. Section C.1. - Cost breakdown should be based on the **actual** number of attendees - E.g. if course was \$25,000 and there were 50 participants, cost per person is \$500.
4. Section C.2. - Travel cost - provide individual travel cost, as appropriate. Estimates are accepted.
5. **If prior approval is not needed or already received**, before clicking submit, select the “submit as approved” check box – this allows the admin to approve the form and by pass the approval process.
6. Select the “save data for another user” check box – this allows the admin to save the data already completed on the form for other attendees – **note:** be sure to change personal data for each attendee.
7. Click submit – (as required, select approvers).
8. You will be returned to the original SF182 in order to submit the form for the next user.
9. Scroll to bottom, Click the “select another user” button
10. Search for next user by entering last name, first name, click search, select user.
11. Continue process until all users have an individual SF182 submitted for the training.

Verifying Attendance to Credit the User’s Learning History:

- AgLearn will send an email notification to the employee and supervisor requesting verification of attendance in the training session.
- The employee should verify whether he/she attended all sessions.
- Upon verification, notification is sent to the supervisor to verify attendance.
- Once verification is received, the AgLearn system will automatically update each participant’s learning history.

Note: An administrator can verify attendance at his/her discretion and the AgLearn system will update the user’s learning history record.

Sample SF-182 User Notification

From: aglearnsystem@usda.gov [mailto:aglearnsystem@usda.gov]
Sent: Tuesday, June 29, 2010 10:58 AM
To: Brooks, Sherell
Subject: Confirmation of SF-182 Request Submission for AgLearn Maintenance

Sherell Gibson Brooks,

This email confirms that you submitted an SF-182 Request regarding the following activity:

SF-182 Request: AgLearn Maintenance

Start Date/Time: 2/21/2011

End Date/Time: 2/25/2011

Action Required: None at this time, this message is strictly for informational purposes.

While your request has been received, it must first be approved per your agency's official training approval process. If you have any questions about the approval process, please contact your Agency's AgLearn coordinator who can be found here. (<http://www.aglearn.usda.gov/contactus.htm>)

If you entered any comments with your request they will be found below:

Want more information? Try the online AgLearn course, [USDA AgLearn SF-182 User Course](#). To view the course, click on the course name link and log in. Once logged in, you will be able to see the course details and launch the course.

Sample SF-182 Supervisor Approval

From: aglearnsystem@usda.gov [mailto:aglearnsystem@usda.gov]

Sent: Tuesday, June 29, 2010 11:36 AM

To: Brooks, Sherell

Subject: SF-182 Request Approval Required for Lyndell Walker

Lyndell Walker has submitted an AgLearn SF-182 Request for the following activity:

SF-182 Request: Testing Save By Another User

Start Date/Time: 7/6/2010

End Date/Time: 7/7/2010

You are listed as an approver for this request per your agency's official training approval process.

Action Required: Click [Here](#) to Approve this Request.

If you have any questions about the approval process, please contact your AgLearn training coordinator found here. (<http://www.aglearn.usda.gov/contactus.htm>)

If the SF-182 Request submitter entered any comments with the request they will be found below:

Want more information? Try the online AgLearn course, [USDA AgLearn SF-182 User Course](#). To view the course, click on the course name link and log in. Once logged in, you will be able to see the course details and launch the course.